

DOCUMENTS CROSS-REFERENCED

ATTACHED:

D/R 5 85-2003

DDA 85-2388/1

DDA 2388/2-85


 25-2004

5 JUL 1985

DD/A Registry
85-2388/2

MEMORANDUM FOR: Executive Director

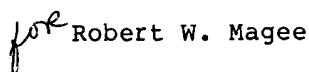
VIA : Deputy Director for Administration

FROM : Robert W. Magee  
Director of PersonnelSUBJECT : Request to Attend Placement Directors' Seminar  
Reception - 24 July 1985

1. On 23, 24 and 25 July, the Office of Personnel is hosting a seminar for university placement directors to enhance our recruitment effort at their schools. On the evening of 24 July from 1700 to 1900 hours, we are hosting a reception for our guests in the Executive Dining Room. If convenient, we would appreciate your attending this function.

2. Attached is a list of the invitees and a draft of the agenda for your information.


 STAT


 for Robert W. Magee

## Attachments:

- A. Agenda
- B. List of Attendees

STAT

I will ( ☒ ) will not ( ☐ ) attend reception.DA/OP/E/ROD  (5 July 85)

## Distribution:

- Orig - Addressee
- ① - ER w/attns
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- 1 - ROD Chrono



L-305

OFFICE OF PERSONNEL  
PLACEMENT DIRECTORS' SEMINAR

DRAFT AGENDA  
23-25 July 1985

MONDAY--22 JULY

Placement directors arrive and check into hotel

6:00 p.m. "Get Acquainted"  
-- Big Sky Room  
7:00 p.m. Twin Bridges Marriott

TUESDAY--23 JULY

7:30 a.m. Placement directors picked up at hotel and delivered to Headquarters

8:15 a.m. Badges picked up in Headquarters lobby

8:30 a.m. Conference convenes in room 1E78, Headquarters  
Coffee and donuts

8:45 a.m. Administrative Note  
[redacted] STAT  
Chief, Recruitment Operations Division

9:00 a.m. Orientation Presentation  
[redacted] STAT  
Chief, Recruitment Operations Division

9:45 a.m. Welcome by Sponsor  
Robert W. Magee  
Director of Personnel

10:30 a.m. Comments from the DDCI  
John N. McMahon  
Deputy Director of Central Intelligence

11:15 a.m. Tour of the CIA Library  
[redacted] STAT  
CIA Librarian

12:00 noon Lunch

1:15 p.m. Photo Session

2:00 p.m. The Intelligence Directorate  
-- (Schedule to be provided by the directorate)  
4:45 p.m.  
5:00 p.m. Buses return placement directors to hotel

WEDNESDAY--24 JULY

7:30 a.m. Agency vehicles pick up placement directors at hotel  
and deliver them to Headquarters

Briefings at 1E78, Headquarters

8:15 a.m. Pick up badges in lobby of Headquarters  
8:30 a.m. Coffee and donuts  
8:45 a.m. Administrative Notes  
[REDACTED] Chief, Recruitment Operations Division  
9:00 a.m. The Science and Technology Directorate  
-- (Schedule to be provided by the directorate)  
11:45 a.m.  
11:45 a.m. Tour of the new building site  
12:30 p.m. Lunch  
1:30 p.m. The Operations Directorate  
-- (Schedule to be provided by the directorate)  
4:15 p.m.  
4:15 p.m. Tour of Communication Center  
--  
4:45 p.m.  
5:00 p.m. Reception  
-- Executive Dining Room  
7:00 p.m.  
7:30 p.m. Buses return placement directors to hotel

STAT

THURSDAY--25 JULY

7:30 a.m.	Agency buses pick up placement directors at hotel and deliver them to Headquarters. Placement directors bring luggage with them.	
	<u>Briefings at 1E78, Headquarters</u>	
8:15 a.m.	Pick up badges in lobby of Headquarters	
8:30 a.m.	Coffee and donuts	
9:00 a.m.	The Administration Directorate	
--	(Schedule to be provided by the directorate)	
11:30 a.m.		
11:30 a.m.	Intelligence Officer in Residence Program [redacted] Program Coordinator The Administration Directorate	STAT
12:00 noon	Lunch	
1:00 p.m.	The Career Trainee Program [redacted] Chief, Division II Office of Personnel	STAT
1:30 p.m.	Security and the CIA [redacted] Director of Security	STAT
2:15 p.m.	Minority Recruitment in the CIA Avon Harding Director of Equal Employment Opportunity	
2:45 p.m.	[redacted]	STAT
3:00 p.m.	Conference Adjourns (Buses take placement directors to airport)	

Placement Directors' Seminar  
23, 24, 25 July 1985

ATTENDEES

Mr. Charles D. Alexander  
Director of Placement & Career Information Center  
Central Michigan University  
Mt. Pleasant, MI 48859

Mr. Donald Arthur Casella  
Director Career Center  
18 Harper Street  
San Francisco State University  
San Francisco, CA 94131

Mr. Larry N. Cooley  
Director of Career Services CCNY  
254 W. 25th Street  
City University of New York/City College  
NY, NY 10001

Ms. Windy Elliott  
Assist. Director of Career Development Center  
Career Development Center  
Villanova University  
Villanova, PA 19085

Mr. Anthony L. Franzolino  
Director, Career Assistance Center  
ECJ Hass 2.4  
College of Engineering  
University of Texas at Austin  
Austin, TX 78712

Brother John Hoffschmidt  
Order of St. Francis  
Director of Career Services  
Faculty Residence  
185 Joraldmon Street  
St. Francis College  
Brooklyn, NY 11201

Dr. Harvey S. Ideus  
Director of Career Planning & Professional Placement  
600 S. Michigan Avenue  
Columbia College  
Chicago, IL 60605

Ms. Katherine Briggs-Johnson  
Director of Career Planning & Placement  
7 1/2 Pierrepont Avenue  
Clarkson University  
Potsdam, NY 13676

Ms. Louise C. Johnson  
Co-Director Business, Industry & Government Division  
Career and Placement Services  
Robert L. Nugent Building #40  
Room 106  
University of Arizona  
Tucson, AZ 85721

Mr. Walter B. Jones  
Director of Career Planning & Placement Center  
Dabney Hall  
Room 28  
North Carolina State University  
Raleigh, NC 27695

Mr. George C. Land  
Coordinator, Career Planning & Placement Services  
806 Greens Ferry Avenue S.W.  
Atlanta University Center  
Atlanta University  
Atlanta, GA 30310

Mr. J. Bruce Laughlin  
Director of Career Planning & Placement  
Holtz Hall  
Kansas State University  
Manhattan, KS 66502

Mr. Raymond L. Lewis  
Associate Director of Career Planning & Placement Services  
P.O. Box 13378  
N.T. Station  
North Texas State University  
Denton, TX 76203

Mr. Raymond E. Martin  
Director of Placement & Cooperative Education  
Jesse Philips Center  
300 College Park  
University of Dayton  
Dayton, OH 45469

Mr. Ron Randall  
Director, Career Planning & Placement Center  
P.O. Box 32870  
Fort Worth, TX 76129

Mr. Eugene A. Roche  
Director of Career Placement & Career Development  
Hamilton College  
Clinton, NY 13323

Ms. Linda B. Salane  
Director of Placement  
H. William Close Building  
Room 625  
University of South Carolina  
Columbia, SC 29208

Ms. Ruth Swanson Scheider  
Associate Director of Career Planning and Placement Center  
701 Tolman Drive  
Stanford University  
Stanford, CA 94305

Mr. David T. Smith  
Director of Placement & Cooperative Education  
Student Union Building  
150 W. University Boulevard  
Florida Institute of Technology  
Melbourne, FL 32901

Ms. Mary Ann Stegmeier  
Director of Career Planning & Placement  
1340 Maple Road  
State Univeristy of New York at Buffalo  
Williamsville, NY 14221

Mr. Donald A. Sutton  
Director of Career Services & Cooperative Education  
Room 176  
Student Center  
Colorado State University  
Fort Collins, CO 80523

Mr. Raymond H. Thrift, Jr.  
Director for the Center of Cooperative Education  
& Placement Services  
Building 19  
University of West Florida  
Pensacola, FL 32514-0101

Ms. Constance Webster  
Director of Career Planning & Placement  
Pardee Hall  
Room 304  
Case Western Reserve University  
Cleveland, OH 44106



D/Pers

85-2003

DD/A Registry

85-2388/1

MEMORANDUM FOR: Deputy Director of Central Intelligence

VIA : Deputy Director for Administration

FROM : Robert W. Magee  
Director of Personnel

SUBJECT : Request to Address Placement Directors' Seminar  
on 23 July 1985

1. The Office of Personnel is hosting a seminar for university placement directors on 23, 24 and 25 July to enhance our recruitment effort at their respective schools. We request that you address the group at 1030 hours on 23 July in room 1E78, Headquarters building.

2. On the evening of 24 July from 1700 to 1900 hours, we are hosting a reception in the Executive Dining Room. If convenient, we would appreciate your attending this function.

3. Attached is a list of the invitees and a copy of the proposed agenda for your information.

STAT

*for* Robert W. Magee

Attachments:

- A. Agenda
- B. List of Attendees

STAT

I will (✓) will not ( ) address the Placement Directors' Seminar.

I will (✓) will not ( ) attend reception.

DA/OP/E/ROD, (5 July 1985)

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DCI  
EXEC  
REG

L-305

OFFICE OF PERSONNEL  
PLACEMENT DIRECTORS' SEMINAR

DRAFT AGENDA  
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8:45 a.m. Administrative Note  
[redacted] STAT  
Chief, Recruitment Operations Division

9:00 a.m. Orientation Presentation  
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Chief, Recruitment Operations Division

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CIA Librarian

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1:15 p.m. Photo Session

2:00 p.m. The Intelligence Directorate  
-- (Schedule to be provided by the directorate)  
4:45 p.m.  
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9:00 a.m. The Science and Technology Directorate  
-- (Schedule to be provided by the directorate)  
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9:00 a.m. The Administration Directorate  
-- (Schedule to be provided by the directorate)

11:30 a.m.

11:30 a.m. Intelligence Officer in Residence Program  
[redacted]  
Program Coordinator  
The Administration Directorate

STAT

12:00 noon Lunch

1:00 p.m. The Career Trainee Program  
[redacted]  
Chief, Division II  
Office of Personnel

STAT

1:30 p.m. Security and the CIA  
[redacted]  
Director of Security

STAT

2:15 p.m. Minority Recruitment in the CIA  
Avon Harding  
Director of Equal Employment Opportunity

2:45 p.m.

[redacted]

STAT

3:00 p.m. Conference Adjourns  
(Buses take placement directors to airport)

STAT

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